

**KENTUCKY BOARD OF LICENSURE FOR LONG TERM CARE  
ADMINISTRATOR  
MINUTES  
July 18, 2013**

The Board of Licensure for Long Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on July 18, 2013.

**BOARD MEMBERS PRESENT**

Greg Wells, Board Chair  
Dr. Keith Knapp, PhD., CNHA  
Barbara Lester, Citizen-at-Large  
Dr. Karen Skaff, RDG, Ph.D.  
Kim Knall

**OTHERS PRESENT**

Michael West, Assistant Attorney General  
Karen Lockett – Board Administrator

**ABSENT**

Christopher Minnich, NHA, Vice Chair  
Patrick Donahue  
Patrick Murphy, Ph.D.  
Joseph Flatt

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**CALL TO ORDER**

Mr. Wells called the meeting to order at 3:30 p.m.

**Oath of Office**

Dr. Karen O. Skaff, RDH, Ph.D. a new appointee, was sworn into the Kentucky Board of Licensure for Long Term Care Administrator by Ms. Carolyn Benedict. Her appointment is effective immediately and will run through January 12, 2017

Ms. Barbara J. Lester, Citizen-at-Large has been reappointed for her second term with the Kentucky Board of Licensure for Long Term Care Administrators. Her appointment is effective immediately and will run through January 12, 2017.

**MINUTES**

Dr. Knapp made a motion to approve the minutes from the November 28, 2012 meeting as presented. The motion was seconded by Ms. Knall and carried unanimously.

**FINANCIAL REPORT**

The Board reviewed the financial reports for the months of April, May and June, 2013.

**OCCUPATIONS AND PROFESSIONS REPORT**

The Board reviewed the O&P **May** report. Ms. Bourne informed the board that the work continues on the update of the O&P database-COT began work during the month of April to form a plan for Data Conversion. O&P informed the board that during the 2013 session of the General Assembly HB 440 was passed. This bill will become law effective July 1, 2013 and deals with taxpayers that are in noncompliance. The Department of Revenue is now tasked with identifying licensing agencies to obtain information for the purpose of tax compliance. State licensing boards will be responsible for providing information to the Department of Revenue including whether an individual holds an active license. If the individual owes taxes the Department of Revenue may request the license be terminated until the individual pays the amount owed.

The Board reviewed the O&P **June** report Ms. Bourne informed the board that after serious and deep consideration that she would be resigning from Occupations and Professions to attend Law School at the University of Kentucky this fall. O&P informed the boards that Ms. Julie Jackson, Board Administrator would be retiring on June 5, 2013. Ms. Bourne informed the boards that the management team conducted interviews May 16 and 17. Mr. Justin Turner will join O&P on June 17, Mr. Turner joined us from the Commonwealth Office of Technology (COT). Ms. Bourne wanted to remind the boards that budget submissions for the next biennium will be due this fall. Ms. Bourne stated that if the board is expecting any large or unusual expense items in the next biennium the Chair should contact Susan Ellis detailing the Board's plans in writing before August 1<sup>st</sup>.

The Board reviewed the O&P **July** report Ms. Bourne informed the board that Mr. Matt Osborne has joined O&P as Executive Director on July 1, 2013 Mr. Osborne served in the Transportation Cabinet and the Tourism, Art and Heritage Cabinet.

#### **COMPLAINTS COMMITTEE**

Dr. Knapp recommended investigations for complaint 12-138 and Complaint 12-13-009. Ms. Knall seconded the motion. Motion carried.

The Board discussed contracting an investigator from the Physical Therapy board. Dr. Knapp made a motion to seek investigation services from the Physical Therapy board and for the services not to exceed over \$1,000.00. Ms. Knall seconded the motion. Motion carried.

- Complaint – 12-138 - Pending
- Complaint – 13-009 – Pending
- Complaint – 12-139 – Pending
- Complaint – 13-008 – Pending
- Complaint – 13-011 – Pending
- Complaint – 13-012 – Pending
- Complaint – 13-013 – Pending
- Complaint – 13-014 – Pending

Dr. Knapp recommended dismissal of the following complaints. Ms. Knall seconded the motion. Motion carried.

- Complaint – 12-120 – dismissed
- Complaint - 12-125 – dismissed
- Complaint – 12-141 – dismissed
- Complaint – 12-142 – dismissed
- Complaint – 13-002 – dismissed
- Complaint – 13-004 – dismissed
- Complaint – 13-005 - dismissed
- Complaint – 13-006 – dismissed
- Complaint – 13-007 – dismissed
- Complaint – 13-010 – dismissed
- Complaint – 13-015 – dismissed
- Complaint – 13-016 – dismissed

### **Board Counsel Report**

Mr. West, Board Counsel provided the regulations for Mr. Greg Wells, Board Chair to sign.

### **OLD BUSINESS**

The Board reviewed and discussed 201 KAR 6:020, 201 KAR 6:030, 201 KAR 6:040, 201 KAR 6:050, 201 KAR 6:060, 201 KAR 6:070, 201 KAR 6:080 and 201 KAR 6:090. Ms. Knall made a motion to approve the amended regulations. Ms. Lester seconded the motion. Motion carried.

### **NEW BUSINESS**

Mr. Roger Parry attended the board meeting to discuss the reinstatement process. Mr. Wells informed Mr. Parry to apply for reinstatement he would have to fill out the reinstatement form, pay the reinstatement fee of \$300.00 and show evidence of 30 hours of continuing education. Mr. Wells stated that once Mr. Parry submits his reinstatement form, fee and hours the board will at that time review and discuss his reinstatement.

The Board discussed the application review process. Dr. Knapp made a motion for all board members to participate on reviewing applications, ceu, reinstatement etc. between meetings when needed. Ms. Skaff seconded the motion. Motion carried.

### **APPLICATIONS COMMITTEE**

Ms. Knall made a motion to accept the Applications for Initial Licensure as specified below.

- Duane Davis           Approved
- Karen Hober           Approved
- S' Lena Hudson       Approved
- Jennifer A. Myers     Approved
- Lori S. Pennington   Denied
- Amelia D. Prater      Approved
- Allyson K. Skaggs     Approved
- Elizabeth Townsend   Approved

Ms. Lester seconded the motion. Motion carried.

### **CONTINUING EDUCATION COMMITTEE**

Ms. Knall made a motion to accept the Continuing Education as specified below.

- KALFA Conference – The Art of Caring – Approved for 8.0 hours
- KY Association of Adult Day Centers –
  - a) Keys to building person centered relationships (1) – Approved for 1.5 hours
  - b) Keys to building person centered relationships (2) – Approved for 1.5 hours
  - c) The Power of Connection – Approved for 1.5 hours
  - d) Senior Wellness: Beyond diet and exercise – Approved 1.5 hours
  - e) Fall prevention 101 – Approved 1.5 hours
  - f) Person centered approaches to challenging behaviors – Approved for 1.5 hours
  - g) Effects of stressors and cortisol examining the relationship between reported caregiver empathy and dysadic outcomes – Approved for 1.5 hours
  - h) Adventures in culture change/person-centered approaches that work – Approved 1.5 hours
  - i) Culture and Diversity in the Healthcare Team – Approved for 1.5 hours
  - j) Need a Drink? Addressing hydration needs of Seniors – Approved for 1.5 hours
  - k) There is no “I” in the healthcare team – Approved for 1.5 hours
  - l) Person-centered care peer workshop – Approved for 1.5 hours
  - m) All you’ve got to do is act naturally – Approved for 1.5 hours
  - n) Mindfulness & Memory Loss – Approved for 1.5 hours

- Rivendell behavioral health services – Dementia Complex disease complex care - Approved for 3.0 hours
- St. Elizabeth Hospice – Hospice & LTC Coordination – Approved for 0.75
- Sysco Louisville Healthcare Expo 2013 – Approved for 4.5 hours

Dr. Knapp seconded the motion. Motion carried.

Ms. Knall made a motion to accept the Applications for Endorsement Licensure as specified below:

- Ashley E. Adkins – Approved
- Diane Mack – Approved

Dr. Knapp seconded the motion. Motion carried.

Dr. Knapp made a motion to accept the Applications for Reinstatement as specified below:

- Douglas Cox – Deferred
- Linda Damron – Deferred
- Sandi E. Hall – Approved
- Martha Workman – Approved
- Roger Parry – Deferred

Ms. Knall seconded the motion. Motion carried

#### **NEXT MEETING**

The date of the next meeting is October 2, 2013

#### **TRAVEL AND PER DIEM**

Ms. Knall made a motion to approve the Board's travel and per diem expenses for the July 18, 2013 meeting. Ms. Lester seconded the motion and carried unanimously.

#### **ADJOURNMENT**

The Board voted unanimously to approve adjournment at 5:05 for the July 18, 2013 meeting.